

<b>STARS USER MANUAL.....</b>	<b>1</b>
<b>BUDGETING – DATA ENTRY FOR BUDGET TABLES AND FORMS.....</b>	<b>1</b>
<b>INTRODUCTION .....</b>	<b>1</b>
<b>DESCRIPTOR TABLE AND DESCR-23 FORM.....</b>	<b>1</b>
<b>FUND DESCRIPTOR TABLE DATA ENTRY CODING INSTRUCTIONS .....</b>	<b>1</b>
<b>FUND DETAIL DESCRIPTOR TABLE CODING INSTRUCTIONS.....</b>	<b>5</b>
<b>BUDGET UNIT TABLE AND BU-20 FORM .....</b>	<b>10</b>
<b>BUDGET UNIT TABLE DATA ENTRY CODING INSTRUCTIONS .....</b>	<b>10</b>
<b>WHERE TO SEND THE BUDGET UNIT TABLE FORM .....</b>	<b>21</b>
<b>APPROPRIATION INPUT FORM (APPN).....</b>	<b>22</b>
<b>APPROPRIATION INPUT FORM DATA ENTRY CODING INSTRUCTIONS.....</b>	<b>22</b>
<b>BATCH RELEASE INSTRUCTIONS - APPN .....</b>	<b>23</b>
<b>OTHER BUDGETARY INPUT FORM (BUDGET) - ALLOCATIONS .....</b>	<b>24</b>
<b>BATCH RELEASE INSTRUCTIONS - BUDGET .....</b>	<b>25</b>
<b>HOW AN ALLOCATION TRANSACTION POSTS TO THE ALLOCATION FILE .....</b>	<b>25</b>
<b>ALLOCATION FILE POSTING VS OPERATING FILE FINANCIAL PLANS POSTING.....</b>	<b>27</b>

# STARS USER MANUAL

## BUDGETING – DATA ENTRY FOR BUDGET TABLES AND FORMS

### INTRODUCTION

The following tables and forms are used to support the budgeting activities described in the Budgeting chapters.

- The Fund Descriptor Table and the Descriptor Table form (DESCR-23) helps to set up fund and fund details for appropriation fund controls.
- The Budget Unit table and the Budget Unit Table (BU-20) form also support the appropriations and allocations data entry activities.
- The Appropriation form (APPN) helps with the appropriation data entry process.
- The Other Budgetary Input form (BUDGET) helps with the allocation data entry process and helps you to enter financial and revenue plan amounts and codes.

### DESCRIPTOR TABLE AND DESCR-23 FORM

To set up the fund and fund detail, [click here to download the Descriptor Table \(DESCR-23\) form](#).

### FUND DESCRIPTOR TABLE DATA ENTRY CODING INSTRUCTIONS

You can find the Fund Descriptor Table on the STARS menu under **T** for Table Maintenance, **23** for Descriptor, **R** for recall and **22** for Table-ID-Number.

#### Fund Setup Example

VERSION 3.1	STARS-DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: <b>R</b> (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: <b>22</b> FUND		
..... .....1..... .....2..... .....3..... .....4..... .....5		
TABLE-ENTRY-KEY: <b>0481</b>		
FUND (4)		
REFERENCE-DATA: <b>A301100481</b>		
TYP,GRP,CCT,CCL,R/T,CAFR,RAGY		
TITLE: <b>ENDOWMENT EARNINGS</b>		

Sets up fund 0481.

Fund controls.

Name in Idaho Code.

The following are descriptions of each Reference Data Element to use for setting up funds:

<b>Reference Data Element</b>	<b>Description</b>
TABLE-ID-NUMBER	STARS requires data entry in the Descriptor Table (23) to set up a fund. To set up a fund, SCO uses TABLE-ID-NUMBER <b>22</b> .
TABLE-ENTRY-KEY	SCO enters the four-digit fund. <u>The State Controller's Office will assign the fund number.</u>
REFERENCE-DATA (TYP)	<p>This is a one-digit GAAP FUND TYPE. The GAAP Fund Type options are:</p> <p><b>A</b> – GENERAL FUND</p> <p><b>B</b> – SPECIAL REVENUE</p> <p><b>C</b> – CAPITAL PROJECTS</p> <p><b>D</b> – DEBT SERVICE</p> <p><b>E</b> – ENTERPRISE</p> <p><b>F</b> – INTERNAL SERVICE</p> <p><b>G</b> – EXPENDABLE TRUST</p>
(continued) REFERENCE-DATA (TYP)	<p><b>H</b> – NONEXPENDABLE TRUST</p> <p><b>I</b> – PENSION TRUST</p> <p><b>J</b> – AGENCY</p> <p><b>K</b> – CURRENT FUNDS</p> <p><b>L</b> – STUDENT LOAN</p> <p><b>M</b> – GENERAL FIXED ASSETS ACCT GROUP</p> <p><b>N</b> – GENERAL LT DEBT ACCT GROUP</p> <p><b>0</b> – CLEARING FUND</p>

Reference Data Element	Description
REFERENCE-DATA (GRP)	<p>This is a two-digit FUND GROUP. The Fund Group options are:</p> <p><b>10</b> – GOVERNMENTAL</p> <p><b>20</b> – PROPRIETARY</p> <p><b>30</b> – FIDUCIARY</p> <p><b>40</b> – COLLEGES &amp; UNIVERSITIES</p> <p><b>80</b> – ACCOUNT GROUPS</p>
REFERENCE-DATA (CCT)	<p>This is a one-digit CASH CONTROL TYPE. The Cash Control Type options are:</p> <p><b>0</b> - NO CASH CONTROL</p> <p>Use for the General Fund and Deficiency Warrant funds. STARS allows these funds to go into the deficit.</p> <p><b>1</b> – ABSOLUTE CASH CONTROL.</p> <p><b>Use for most funds.</b> With absolute cash control, you must have enough cash, as well as enough appropriation, to cover the STARS transaction or the transaction will error.</p> <p><b>2</b> – ADVISORY CASH CONTROL</p> <p>Warns when the fund is going into a deficit.</p> <p><b>NOTE:</b> If the Cash Post Level on the grant is set to “1”, the grant Cash Control Type has to be set to the same as this Cash Control Type.</p>

Reference Data Element	Description
REFERENCE-DATA (CCL)	<p>This is a one-digit CASH CONTROL POSTING LEVEL INDICATOR. Most funds have a Cash Control Posting Level (CCL) of "1" which includes the agency in the record. This stops one agency from using the cash of the other agency if they both use the same fund number. The Cash Control Posting Level Indicator options are:</p> <p><b>0 – DO NOT INCLUDE THE AGENCY IN RECORD KEY.</b> Any agency has access to the cash. Normally used for the General Fund and the General Fixed Asset Account Group only.</p> <p><b>1 – INCLUDE AGENCY IN RECORD KEY.</b> Only the agency listed has access to the cash. <b>Use for most funds.</b></p>
REFERENCE-DATA (R/T)	<p>This is a one-digit STALE DATED WARRANT CONTROL. The Stale Dated Warrant Control options are:</p> <p><b>0 – CASH TO UNCLAIMED PROPERTY</b></p> <p>The cash for warrants, which are unclaimed, will be sent to Unclaimed Property. The recipient must go to Unclaimed Property to collect the cash. <b>Use for most funds.</b></p> <p><b>1 – CASH RETURNED TO AGENCY</b></p> <p>The cash for warrants, which are unclaimed, will be sent back to the agency. The recipient must go to the agency to have the warrant re-issued. Idaho Code normally identifies these agencies.</p>
REFERENCE-DATA (CAFR)	<p>This is a four-digit CAFR FUND NUMBER. Currently, this is the same as the fund number in the Table-Entry-Key. You should not enter this for rotary funds (fund 0800 – 0899)</p>
REFERENCE-DATA (RAGY)	<p>This is a three-digit ROTARY FUND AGENCY NUMBER. Use this for rotary funds (funds 0800 - 0899). This is the agency to which the rotary number is assigned.</p>
TITLE	<p>SCO normally uses the formal title of the fund as identified in legislation (Idaho Code) up to a maximum of 50 characters.</p>

Once SCO enters the fund, you can add them to your Budget Unit Table.

## FUND DETAIL DESCRIPTOR TABLE CODING INSTRUCTIONS

The most important portion of the appropriation fund controls that the agencies need to monitor is in the fund detail controls. Since the yearly legislative bills determine most of the fund details requiring controls, your agency needs to monitor your yearly bills for changes.

The fund detail setup determines whether your agency will control and post appropriations and allocations at the Fund or Fund Detail level. You must control and post all appropriations and allocations for a fund detail at the same level regardless of which Budget Unit you use. If you do not use fund details, this will default to the Fund level.

You can find the Fund Table under **T** for Table Maintenance, **23** for Descriptor, **R** for recall and **23** for Table-ID-Number.

**Fund Detail Setup Example**

VERSION 3.1	STARS-DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: <b>R</b> (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: <b>23</b> FUND DETAIL ..... .....1..... .....2..... .....3..... .....4..... .....5		
TABLE-ENTRY-KEY: <b>048105</b>	Sets up fund detail 05 in fund 0481.	
FUND, FUND DETAIL		
REFERENCE-DATA: <b>110110</b>	Fund detail controls.	
AL, AP, CCL, GP, PJ, CCT, INT		
TITLE: <b>PENITENTIARY ENDOWMENT</b>	Name on appropriation bill or set up by agency management.	

The following are descriptions of each Reference Data Element to use for setting up fund details:

Reference Data Element	Description
TABLE-ID-NUMBER	STARS requires data entry in the Descriptor Table (23) to set up a fund detail. To set up a fund detail, use TABLE-ID-NUMBER <b>23</b> .
TABLE-ENTRY-KEY	Enter the four-digit fund and two-digit fund detail, without spaces. <i>You should request a fund detail number from the State Controller's Office. SCO assigns the detail number since the fund details on the descriptor table are not agency specific.</i>

Reference Data Element	Description
<p>REFERENCE-DATA (AL) (see Warning below)</p>	<p>Enter the one-digit ALLOCATION FUND LEVEL. If your agency decides to use allocations, you will need to decide whether to post them to the Allocation File at the fund or fund detail level. If you wish to control allocations at the fund detail level, you must post them at the fund detail level. See the Allocation Section of this chapter for more information on allocations. The AL options are:</p> <p>0 – Control/Post at FUND level.</p> <p>1 – Control/Post at FUND DETAIL level.</p>
<p>REFERENCE-DATA (AP) (see Warning below)</p>	<p>Enter the one-digit APPROPRIATION FUND LEVEL. If the appropriation bill is written at the fund detail level, this indicator must be “1”. Appropriations will post to the Appropriation File at this level. If your agency wishes to control the appropriations at a lower level, we recommend you do so using the allocation file. The AP options are:</p> <p>0 – Control/Post at FUND level</p> <p>The appropriation bill does not go down to the fund detail level.</p> <p>1 – Control/Post at FUND DETAIL level</p> <p>Required if the appropriation bill is at the fund detail level.</p>

Reference Data Element	Description
<p><b>REFERENCE-DATA (CCL)</b> (see Warning below)</p>	<p>Enter the one-digit CASH CONTROL FUND LEVEL. If you have a requirement to control the cash at the fund detail separately from the rest of the cash in the fund, this indicator must be "1". An example would be when the fund detail must earn its own interest. If you do post to the Cash Control File, it will create a separate record for the fund detail. However, if you just want to see this amount separately, we recommend you use the General Ledger File (G/L 1003) and put this cash control to "0". The CCL options are:</p> <p>0 – Post at FUND level</p> <p>Postings on the General Ledger File and Operating File will be at the Fund Detail level. However, the posting to the Cash Control File will be at the fund level.</p> <p>1 – Post at FUND DETAIL level</p> <p>Postings on the General Ledger File, Operating File and the Cash Control File will be at the Fund Detail level.</p> <p>NOTE: When you have a CCL of "1" you must have a CCT of "1" (see next page). Therefore, if you just want to have reporting at the fund detail level, you do not have to have the cash control at the fund detail level. Transactions will automatically post to the General Ledger and Operating Files at the fund detail level for reports such as the Trial Balance, Financial Plans, etc. The only time you need Cash posting to the Cash Control File is if you have to keep the cash completely separate from the rest of the fund/details.</p>
<p><b>REFERENCE-DATA (GP)</b> (see Warning below)</p>	<p>Enter the one-digit GRANT FUND LEVEL. If the Appropriation Fund Level (AP) or the Cash Control Fund Level (CCL) are "1", you should consider whether you want to post the information on the Grant File at the Fund or Fund Detail level. If you do not post to the fund detail level, you cannot get your grant reports at the fund detail level. The GP options are:</p> <p>0 – Control/Post at FUND level.</p> <p>1 – Control/Post at FUND DETAIL.</p> <p>If choosing option "1", information on any grant that posts to this fund detail will post on the Grant File at the Fund Detail level.</p>



Reference Data Element	Description
<p><b>REFERENCE-DATA (PJ)</b> (see Warning below)</p>	<p>Enter the one-digit PROJECT FUND LEVEL. If the Appropriation Fund Level (AP) or the Cash Control Fund Level (CCL) are “1”, you should consider whether you want to post the information on the Project File at the Fund or Fund Detail level. If you do not post to the fund detail level, you cannot get your project reports at the fund detail level. The PJ options are:</p> <p>0 – Control/Post at FUND level</p> <p>1 – Control/Post at FUND DETAIL</p> <p>If choosing option “1”, information on any project that posts to this fund detail will post on the Project File at the Fund Detail level.</p>
<p><b>REFERENCE-DATA (CCT)</b> (see Warning below)</p>	<p>Enter the one-digit CASH CONTROL TYPE LEVEL. This determines the level of control of the fund details posted to the Cash Control File. These controls are dependent on the above Cash Control Fund Level (CCL). The CCT options are:</p> <p>0 – No Cash Control at the Fund Detail level</p> <p>(The CCL must also be “0”.) If you post at this level, any of the fund details with this level or at the fund level will be able to use this cash. Since the CCL has to be at the fund level, the fund detail will not show on the Cash Control File at the detail level. One fund detail can use the cash of another fund detail. Use mainly if the fund details are for agency management and the appropriation bill does not separate it.</p> <p>1 – Cash control at the Fund Detail level</p> <p>(The CCL must be “1”.) Cash posted at the fund detail will not be able to go into the negative on the Cash Control File although the total fund has enough cash at the fund level.</p> <p>2 – Warning cash control at the Fund Detail level</p> <p>(The CCL must be “1”.) Cash posted at the fund detail can go into the negative on the Cash Control File as long as the amount available for the fund (fund plus fund details with warnings) is positive.</p>

Reference Data Element	Description
REFERENCE-DATA (INT)	<p>Enter the one-character interest indicator to show whether the fund retains its own interest or if it goes to the general fund.</p> <p>I – The fund detail does earn and retain its own interest.</p> <p>N – The fund detail does not retain its own interest. The interest will go to the fund or the general fund depending on the fund (D22) interest indicator.</p> <p>NOTE: Currently for informational purposes only</p>
TITLE	<p>Enter the 50 character TITLE. The formal title of the fund detail is normally the name shown on the appropriation bill. However, if the agency is creating the fund detail for agency control purposes, the agency will assign the name of the fund detail.</p>

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**WARNING:** If you post transactions and later find the above controls are incorrect, you will have to do the following to correct your postings. You will have to reverse all of the transactions, change the incorrect control indicator, and then re-post all of the transaction information.

**DOCUMENT FILE WARNING:** If you change the AL, AP, GP or PJ fund detail control indicators during the year, you may not be able to post to documents you have previously posted to the Document File.

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**NOTE:** If you use fund details on your transactions, they will always post to the General Ledger File and the Operating File at the fund detail level posted on the transaction.

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Once SCO enters the fund detail, you can add them to your Budget Unit Table, if needed.

## BUDGET UNIT TABLE AND BU-20 FORM

The primary purpose of the Budget Unit Table is to define controls for your appropriations and allocations. The Budget Unit reflects the various levels of appropriation controls including the program or organization, fund, and object as determined by the Idaho Legislature. The legislature identifies these levels through appropriation bills or Idaho Code.

The Budget Unit Table also specifies levels of control for allocations, which are optional lower budgetary controls for your agency management use.

To set up the budget unit, [click here to download the Budget Unit Table \(BU-20\) form](#).

## BUDGET UNIT TABLE DATA ENTRY CODING INSTRUCTIONS

You can find the Budget Unit Table in the STARS menu under **T** for Table Maintenance and **20** for Budget Unit.

Some of the data elements in the Budget Unit Table must already be on the appropriate Descriptor Tables. Before you enter the PCA or Index setups, the Budget Unit will have to be on STARS since they usually use the budget unit information as a lookup in those tables.

Any of the data elements you plan to enter in these lines must be on their respective Descriptor Tables before using here.

Budget Unit Setup					
VERSION 3.1		STARS-BUDGET UNIT TABLE MAINTENANCE/INQUIRY			S020
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)					
BUDGET UNIT: <b>CCAC</b>		BFY: <b>00</b>	APPN CATEGORY: <b>R</b>		
TITLE: <b>CORRECTIONAL INSTITUTION</b>					
APPN-EFF-DATE-START:		APPN-EFF-DATE-END:		ENACTMENT YEAR: <b>2000</b>	
STATE GOAL: <b>20</b>		STATE OBJECTIVE: <b>24</b>		ORG REPORT CATEGORY:	
FUNCTION: <b>02</b>		ACTIVITY:		PROGRAM:	ELEMENT:
AGENCY: <b>230</b>		DIVISION: <b>20</b>	BUREAU: <b>21</b>	SECTION:	UNIT:
EXP-SUBOBJECT:		EXP-DETAIL:		REVERSION IND: <b>1</b> CITATION: <b>HB 346</b>	
FUND/DETAIL : <b>0001</b> 2) <b>0348</b> 3) <b>0349</b> 4) <b>0481</b> 05 5)					
APPN-CTL-TYPE: <b>1</b> APPN-ORG-LEVEL:    3 APPN-PRG-LEVEL: <b>1</b> APPN-PROJ-LVL: <b>0</b>					
ALLOC-CTL-TYPE: <b>0</b> ALLOC-PROJ-LVL:    0 APPN-OBJ-LEVEL: <b>1</b> ALLOC-OBJ-LVL: <b>2</b>					

(In most cases, the above APPN-ORG-LEVEL is "1" and the ALLOC-OBJ-LVL is "0".)

To help with the Budget Unit Table maintenance process, the Budget Unit Table form (BU-20) is in the same format as the Budget Unit Table Maintenance Screen (S020).

Your agency should prepare all BU-20 forms. You should sign and forward the form to your DFM analyst at the Division of Financial Management.

After your DFM analyst reviews and approves the form, they will forward the form to the State Controller's Office, Division of Statewide Accounting. SCO will compare the form to the appropriate legislation before data entry into STARS.

Budget Unit records roll over into the next year unless you put an end date on the budget unit. SCO manually enters the Enactment Year and Citation in the next year as they receive the DFM approved Budget Unit Table reports and compares them to legislation.

The following are descriptions of each data element to use for setting up budget units:

<u>Data Element</u>	<u>Description</u>
FUNCTION	Enter the one character FUNCTION Code.  <b>A</b> - ADD a new record  <b>C</b> - CHANGE an existing record  <b>D</b> - DELETE is not used. (You should enter an end date on the Budget Unit in order to stop usage and/or eliminate table rollover into the next fiscal year.)
<b>Control Key – Once added, you cannot change data elements 2 and 3.</b>	
BUDGET UNIT	If you are changing information on an established budget unit, use the four character BUDGET UNIT code. If this is a new request, contact your DFM analyst. The Division of Financial Management (DFM) assigns new Budget Unit codes.
BFY	Enter the two-digit BUDGET FISCAL YEAR to identify the fiscal year of the Budget Unit. This should be the current fiscal year unless you are setting up a new budget unit for the next fiscal year after table rollovers in May.

<u>Data Element</u>	<u>Description</u>
<b>Information Elements – Lookup elements used to reduce coding. End Dates are included to close the Budget Unit for posting financial transactions and for year-end rollover.</b>	
PPN CATEGORY	<p>The APPROPRIATION CATEGORY type (See Budget Unit Appropriation Categories in the budget unit preface earlier in the chapter for more information.):</p> <p><b>R</b> – REGULAR appropriation through legislative bills. Put appropriation bill number in the Citation field.</p> <p><b>C</b> – CONTINUOUS appropriation set by Idaho Code. Put Idaho Code number in the Citation field.</p> <p><b>D</b> – DEFICIENCY warrant appropriation set by Idaho Code. Put Idaho Code number in the Citation field.</p> <p><b>M</b> – MISCELLANEOUS appropriation for non-legislative appropriated, non-state entities such as for federally funded agencies or for independent body corporate politic agencies. Put “Fed Agy” or “Non-State” in the Citation field.</p>
TITLE - ADD’L TITLE	Enter the BUDGET UNIT TITLE up to thirty characters from the “program” on the Appropriation Bill. SCO will usually add the ten character ADD’L TITLE, if needed. <i>Do not leave this field blank.</i>
APPN-EFFECTIVE-DATE-START	Enter the six-digit APPN EFFECTIVE START DATE (MMDDYY) or leave blank. This identifies when the Budget Unit becomes effective. You will not be able to post to this Budget Unit before the effective start date. If you do not enter a start date, postings can begin as soon as SCO enters the budget unit on STARS.
APPN-EFFECTIVE-DATE-END	Enter the six-digit APPN EFFECTIVE END DATE (MMDDYY) or leave blank. This identifies when a Budget Unit ceases to be effective. You will not be able to post to this Budget Unit after the effective end date. If you do not enter an end date, you can make postings at any time during the year. If you do not want this Budget Unit rolled forward into the next fiscal year, put on a 6/31 end date before table rolls in May.

<b>Data Element</b>	<b>Description</b>
ENACTMENT YEAR	<p>Enter the four-digit APPROPRIATION ENACTMENT YEAR (YYYY). This year is typically the same as the BFY for “Regular” and “Miscellaneous” appropriations. For “Continuous” and “Deficiency Warrant” appropriations, this would be the year Idaho Code established the fund.</p> <p>NOTE: Once added, this field is manually updated by SCO after table rolls to indicate the Budget Unit information for the new year has been formally approved by DFM.</p>
STATE GOAL	Enter the two-digit STATE GOAL Code. This State Goal must exist on the State Goal (D71) Descriptor Table. If you are setting up a new Budget Unit, contact your DFM analyst since they define this indicator.
STATE OBJECTIVE	Enter the two-digit STATE OBJECTIVE Code. This State Objective must exist on the State Objective (D72) Descriptor Table. If you are setting up a new Budget Unit, contact your DFM analyst since they define this indicator.
ORG REPORT CATEGORY	Not currently in use. This is a four-digit code. Must be defined on the Organization Reporting Category (D43) Descriptor Table.
FUNCTION (See Warning below)	<p>Enter the two-digit FUNCTION Code if the legislative appropriation bill is at or below the FUNCTION level. <i>This is normally the lowest level of control.</i></p> <p>If your legislative bill is below this level, you must also enter those levels (see below). If you plan to enter a Function, the AGENCY-FUNCTION combination must be defined in the Function (D15) Descriptor Table.</p>
ACTIVITY (See Warning below)	<p>Enter the two-digit ACTIVITY Code if the legislative appropriation bill is at or below the Activity level. If you code an Activity, you must enter the Function (above). If you plan to enter an Activity, the AGENCY-FUNCTION-ACTIVITY combination must be defined in the Activity (D16) Descriptor Table.</p> <p>Appropriations usually do not go down to this level with the exception of a few agencies.</p>

<b>Data Element</b>	<b>Description</b>
PROGRAM (See Warning below)	Enter the three-digit PROGRAM Code if the legislative appropriation bill is at or below the Program level. If you code a Program, you must enter the Function and Activity (above). If you plan to enter a Program, the AGENCY-FUNCTION-ACTIVITY-PROGRAM combination must be defined in the Program (D17) Descriptor Table. Appropriations usually do not go down to this level.
ELEMENT (See Warning below)	Enter the three-digit ELEMENT Code if the legislative appropriation bill is at or below the Element level. If you code an Element, you must enter the Function, Activity and Program (above). If you plan to enter an Element, the AGENCY-FUNCTION-ACTIVITY-PROGRAM-ELEMENT combination <u>must</u> be defined in the Element (D18) Descriptor Table. Appropriations usually do not go down to this level.
AGENCY (See Warning below)	Enter your three-digit AGENCY Code. This is a required field and must be in the Agency (D02) Descriptor Table. <i>You should not change this field during the year.</i> If the legislature transfers a “program” to another agency, set up a new budget unit in the new agency.
DIVISION (See Warning below)	Enter the two-digit DIVISION Code if the legislative appropriation bill is at or below the Division level. <i>This is normally the lowest level of control.</i>  If the legislative bill is below this level, you must also enter those levels (see below). The AGENCY-DIVISION combination must be defined in the Division (D03) Descriptor Table.  NOTE: This may be your Function in the DFM budgeting process.
BUREAU (See Warning below)	Enter the two-digit BUREAU code if the legislative appropriation bill is at or below the Bureau level. If you code the Bureau, you must enter the Agency and Division (above). If you plan to enter a Bureau, the AGENCY-DIVISION-BUREAU combination <u>must</u> be defined in the Bureau (D04) Descriptor Table. Appropriations usually do not go down to this level with the exception of a few agencies.  NOTE: This may be your Activity in the DFM budgeting process.

<u>Data Element</u>	<u>Description</u>
SECTION (See Warning below)	Enter the two-digit SECTION code if the legislative appropriation bill is at the Section level. If you code the Section, you must enter the Agency, Division and Bureau (above). If you plan to enter a Section, the AGENCY-DIVISION-BUREAU-SECTION combination must be defined in the Section (D05) Descriptor Table. Appropriations usually do not go down to this level.
UNIT (See Warning below)	Enter the two-digit UNIT code if the legislative appropriation bill is at the Unit level. If you code the Unit, you must enter the Agency, Division, Bureau and Section (above). If you plan to enter a Unit, the AGENCY-DIVISION-BUREAU-SECTION-UNIT combination must be defined in the Unit (D06) Descriptor Table. Appropriations usually do not go down to this level.
EXP-SUBJECT	Not currently in use.
EXP-DETAIL	Not currently in use.
REVERSION IND	<p>Enter the one-digit REVERSION INDICATOR as follows:</p> <p><b>1 - REVERT</b> - The system will automatically carry forward appropriation balances equal to outstanding encumbrances only. The remaining appropriation balance will be reverted at year-end. <b>Use this for all new budget units.</b> If the entire budget unit is to be reverted, this indicator is set to a “1” to revert all.</p> <p><b>2 - REAPPROPRIATE</b> – STARS will carry forward balances into the next fiscal year in the same budget unit, fund and object as the original appropriation. SCO will update the indicator each year based on whether there is a reappropriation clause in the legislative bill.</p> <p>If the entire budget unit is to be reappropriated, SCO will set this indicator to a “2” to reappropriate all. If part of the budget unit is reappropriated, this indicator will be set to a “2” by SCO to reappropriate. However, those parts not being appropriated will be <u>manually</u> reverted (TC 021) by SCO the day before year-end close.</p>
CITATION	Enter the ten character CITATION numbers. For “Regular” appropriations, this will be the Appropriation Bill Number. (EX: HB ### or SB #####). If this is a “Continuous” or “Deficiency Warrant” appropriation, this will be the Idaho Code reference number (IC ##-####) when the fund was established. If this is a “Miscellaneous”, it should show as Fed Agency or Non-State.



<b>Data Element</b>	<b>Description</b>
FUND	<p>Enter the four-digit FUND codes. <i>You can only enter a maximum of five fund/fund details per Budget Unit.</i> If you need more, you will have to establish an additional Budget Unit with the remaining funds. Be sure to put “-1 of 2” and “-2 of 2” after the title in the corresponding Budget Unit TITLE field. The first fund is a required field.</p> <p>All entered Funds must be defined in the Fund (D22) Descriptor Table. The funds on the Budget Unit should be funds identified in the legislative bill. Funds can be at the lower fund detail level if your agency wants to show the lower level. However, you do not need them on the Budget Unit for appropriation control. Other funds can be added which are “non-cognizable” (fund 0348, federal, or fund 0349, miscellaneous revenue, etc.) as long as the APPN-CTL-TYPE (see below) on the budget unit is a “1”.</p> <p>NOTE: We recommend that you list the funds first, followed by the fund details.</p>
FUND DETAIL	<p>Enter the two-digit FUND DETAIL code or leave blank. These are optional fields, but you <b>MUST</b> record them when the legislative appropriation bill is at the fund detail level. If the appropriation is required at the fund detail level, the FUND Level Indicator in the Fund Detail (D23) Descriptor Table must be equal to “1”. This controls the appropriation at the FUND DETAIL level. You must also enter the corresponding FUND.</p>

Data Element	Description
<p>APPN-CTL-TYPE</p>	<p><i>This is a critical element.</i></p> <p>Use the APPROPRIATION CONTROL to determine whether you will control the expenditures based on the appropriation amount entered on the Appropriation File Record. The Appropriation Control Types are:</p> <p><b>0 - NONE</b> - No Control. All transactions will post and you should not receive any error messages. This control type can only be used for “Continuous”, “Deficiency Warrant”, and “Miscellaneous” appropriation categories. Normal appropriation balances on the Appropriation File for these types are in the red (no negative sign).</p> <p><b>1 - FATAL</b> - Fatal Control. Expenditures will not post if there is not sufficient appropriation on the Appropriation File. STARS will issue a fatal error message. Use this control type on the “Regular” appropriation category budget units.</p> <p><b>2 - WARNING</b> – not currently in use.</p>
<p>APPN-ORG-LEVEL (see Warning below)</p>	<p>Enter the one-digit APPROPRIATION ORGANIZATION LEVEL indicator. Normally set this field to “1” unless the legislative bill is at a lower level. You can control the appropriation down to a lower level than required by the Appropriation Bill; however, these control levels will be FATAL unless the appropriation is “Continuous”, “Deficiency Warrant”, or “Miscellaneous” appropriation categories. We recommend you use allocations for lower management control instead of this indicator. The types of levels of Organization at which the Appropriation can be controlled are as follows:</p> <p>0 - NO ORGANIZATION level – not used</p> <p>1 - AGENCY level - normally used by agencies</p> <p>2 - DIVISION level - optional</p> <p>3 - BUREAU level - optional</p> <p>4 - SECTION level - optional</p> <p>5 - UNIT level - optional</p> <p>NOTE: The Allocation Organization Level Indicator in the Index table must be greater than or equal to this APPN ORG LEVEL. You cannot control transactions at an organization level above that which is identified in the appropriation bill.</p>

<b>Data Element</b>	<b>Description</b>
APPN-PRG-LEVEL (see Warning below)	<p>Enter the one-digit APPROPRIATION PROGRAM LEVEL indicator. Normally set this field to “1” unless the legislative bill is at a lower level. The types of levels of Program at which the Appropriation can be controlled are as follows:</p> <p>0 - No PROGRAM level - NOT USED</p> <p>1 - FUNCTION level - normally used by agencies</p> <p>2 - ACTIVITY level - optional</p> <p>3 - PROGRAM level - optional</p> <p>4 - ELEMENT level - optional</p> <p>NOTE: The Allocation Program Level indicator on the PCA (Program Cost Account) table must be greater than or equal to this APPROPRIATION PROGRAM LEVEL. You cannot control transactions at a program level above the program level identified in the appropriation bill.</p>
APPN-PROJ-LVL (see Warning below)	<p>Enter the one-digit APPROPRIATION PROJECT LEVEL indicator. Normally set this field to “0”. If you set this to a “1” or “2”, you will have to control your appropriation for the entire budget unit and funds down to the project or project/phase level. The types of levels of Project at which the Appropriation can be controlled are as follows:</p> <p>0 - No PROJECT level - normally used by agencies</p> <p>1 - PROJECT level - optional</p> <p>2 - PROJECT-PHASE level - optional</p>
ALLOC-CTL-TYPE	<p>Enter the one-digit ALLOCATION CONTROL TYPE indicator. If you wish to control appropriation spending at a lower level, you will usually use the allocation for control. The types of allocation control are as follows:</p> <p><b>0 - NONE</b> - No Control. All transactions will post and you should not receive any error messages - normally used by agencies not controlling down to a lower allocation level.</p> <p><b>1 - FATAL</b> – Fatal Control. Transactions exceeding the allocation balance will not post and you should receive fatal error messages.</p> <p><b>2 - WARNING</b> - Warning Control. Transactions exceeding the allocation balance will post with a warning error message.</p>

<b>Data Element</b>	<b>Description</b>
ALLOC-PROJ-LVL (see Warning below)	<p>Enter the one-digit ALLOCATION PROJECT LEVEL indicator. Normally set this field to "0". If you set this to a "1" or "2", you will have to control your allocations for the entire budget unit and funds down to the project or project/phase level. The levels of Project at which the Allocation can be controlled are as follows:</p> <p>0 - No PROJECT level - normally used by agencies</p> <p>1 - PROJECT level - optional</p> <p>2 - PROJECT-PHASE level – optional</p> <p>NOTE: This ALLOCATION PROJECT LEVEL indicator must be greater than or equal to the APPROPRIATION PROJECT LEVEL indicator number.</p>
APPN-OBJ-LVL (see Warning below)	<p>Enter the one-digit APPROPRIATION OBJECT LEVEL indicator. Per request of DFM, set this field to "1" for all agencies under their jurisdiction. The levels of Object at which this Appropriation can be controlled are as follows:</p> <p>0 - No OBJECT level (House and Senate use only)</p> <p>1 - EXPENDITURE OBJECT level - level required per DFM</p> <p>2 - EXPENDITURE SUMMARY OBJECT level - do not use</p> <p>3 - EXPENDITURE SUBOBJECT level - do not use</p> <p>4 - EXPENDITURE SUBOBJECT DETAIL level - do not use</p>
ALLOC-OBJ-LVL (see Warning below)	<p>Enter the one-digit ALLOCATION OBJECT LEVEL indicator. Normally set this field to "0". This level can be any level the agency chooses. The levels of Object at which all Allocations can be controlled are as follows:</p> <p>0 - No OBJECT level - normally used by agencies not doing allocations</p> <p>1 - EXPENDITURE OBJECT level</p> <p>2 - EXPENDITURE SUMMARY OBJECT level</p> <p>3 - EXPENDITURE SUBOBJECT level</p> <p>4 - EXPENDITURE SUBOBJECT DETAIL level</p>
EXPLANATION	<p>Enter a brief explanation to define the purpose of the add, change or end date to the budget unit.</p>

<b><u>Data Element</u></b>	<b><u>Description</u></b>
AGENCY APPROVAL	This approval indicates all information is valid on the form. An authorized signatory of the agency should sign this form before submitting to your DFM analyst.
DFM APPROVAL	Your Division of Financial Management (DFM) analyst should approve the BU-20 before remitting it to SCO for review and data entry.

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**WARNING:** If you post transactions and later find out the above controls are incorrect, you will have to do the following to correct your postings. You will have to reverse all of the transactions, change the incorrect control indicator, and then re-post all of the transaction information. If you need a change, we recommend you may want to consider making the change on the Budget Unit beginning the next fiscal year.

**DOCUMENT FILE WARNING:** If you change the APPN-ORG-LEVEL, APPN-PRG-LEVEL, APPN-PROJ-LVL, ALLOC-PROJ-LVL, APPN-OBJ-LEVEL, or ALLOC-OBJ-LVL during the year, you may not be able to post to documents you have previously posted to the Document File.

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## WHERE TO SEND THE BUDGET UNIT TABLE FORM

<u>Person(s)</u>	<u>Action</u>
Agency	<p>If adding a budget unit, contact your DFM analyst for the new Budget Unit code, State Goal, and State Objective.</p> <p>Approve the form with an authorized signature and date. This verifies the data is accurate per your agency.</p> <p>Forward the signed form to Division of Financial Management.</p> <p>Retain a copy.</p>
Division of Financial Management	<p>If adding a budget unit, verify the new Budget Unit code, State Goal, and State Objective given to the Agency.</p> <p>Review, verify, and approve the form by an authorized signature and date.</p> <p>Forward the signed form to the State Controller's Office, Division of Statewide Accounting. Retain a copy.</p>
SCO Accounting Front Desk	<p>Date stamp form and circulate to Accounting Operations.</p>

Person(s)	Action
Accounting Operations Bureau	<p>Verify authorized signatures on form. Compare information with pertinent legislation. Verify all controls are appropriate.</p> <p>Update the Budget Unit Table online. After entering, initial and date the form.</p> <p>File form by Budget Unit with the corresponding FY appropriation bills.</p>

## APPROPRIATION INPUT FORM (APPN)

### APPROPRIATION INPUT FORM DATA ENTRY CODING INSTRUCTIONS

You normally enter appropriation amounts using Batch Type 1, but you can use Batch Types 4 or 5. Enter the appropriation amounts according to the required source document. If the legislature gives you a Lump Sum appropriation, DFM *requires* that you enter the lump sum appropriations at the object level. Lump sum appropriations let the agency decide which objects they want to post the amount.

The legislature identifies lump sum appropriations in a separate column on the Appropriation Bill. There are very few lump sum appropriations approved by the legislature. Normally you should post appropriations at the object level.

To help with the appropriation data entry process, [click here to download the APPN - Appropriation Input Form](#). It is in the same format as the Budgetary Transaction Entry Screen below.

On the APPN form, the Index/PCA and the RVS (Reversal) fields are optional. You would only need to use the Index/PCA if you are doing Appropriation and Allocation postings in the same transaction.

VERSION 3.1		STARS-BUDGETARY TRANSACTION ENTRY		S503	
BATCH: AGY 230 DATE 06011999 TYPE 1 NO 001 MODE MASTER EDIT ON SEQ-NO 00001					
CUR-DOC/SFX: APPNFY00 01		TRANS-CODE: 010		RVS: BFY: 00	
INDEX :					
PCA :					
EXP-SUB-OBJ/DET: 5000					
REV-SUB-OBJ/DET:					
AMOUNT : 8578800.00		BUDGET UNIT: CCAC			
DOC TOTAL:					
DESCRIPTION: FY00 APPN HB 346					
GRANT/PH:		PROJ/PH:		FUND/DET: 0481 05 F/O:	
DOC-DATE:		EFF-DATE: 070199			

Since each type of appropriation has its own data entry requirements, refer to the Transaction Codes and Appropriation Types section of the Legislative Controls chapter.

## **BATCH RELEASE INSTRUCTIONS - APPN**

Once you complete an appropriation APPN batch, you must do the following:

1. Enter the batch on STARS. You need to be sure that the person entering the batch, including the batch header, has the approval to enter appropriation batches. Your Operator Class on STARS security determines who can enter appropriations.
2. Once you have entered the batch, have your batch-release person release it.
3. After your agency releases the batch, you must contact your DFM analyst for their approval and release. You do this so they can review and approve the batch before 3:30 PM. You do not have to send the batch to DFM unless they request you do so.
4. When DFM approves the batch online, they put the batch on the DFM Batch Release Log to send to the State Controller's Office by 3:30 PM. To determine if DFM has released the batch, go to the F9 Batch Balancing screen on STARS. When DFM approves the batch, you will see their initials in the Batch Approved By section above AL6 (Approval Level 6). There must also be a User Approval Level of "6".

You should not go back into the batch once DFM has released the batch except in the "View" mode. If you use the "Change" mode, you will override the DFM release. If this happens, SCO will not process the batch until it is re-released by DFM. This is a safeguard against changes to the batch after DFM approval. So, be sure to release the batch before contacting DFM for their release.

5. Once SCO receives the DFM Batch Release Log, they review the information in the batch to be sure they match the Data Entry Requirements of the transactions in the batch. When dealing with transactions other than non-cognizable, object transfers and activity transfers, SCO also checks the appropriation bill or Idaho Code to be sure they match. SCO reviews the release approval section on the batch header to verify DFM's approval is still on the batch. When SCO verifies the batch meets the requirements, they will release the batch for processing in the nightly STARS IEU. You will see their initials in the Batch Approved By section above AL8 (Approval Level 8) and a User Approval Level of "8".

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<b>NOTE:</b>	If you see DFM's initials and User Approval Level "6" on the batch for more than a day or two, check with your analyst to be sure the batch is on the DFM Batch Release Log. SCO cannot release the batch unless it is on the log.
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6. Retain the batch in your office.



## OTHER BUDGETARY INPUT FORM (BUDGET) - ALLOCATIONS

You normally enter allocation amounts using Batch Type 1; however, you can use Batch Types 4 or 5. You should enter allocation amounts according to the requirements of your agency management. You can decide as to which objects you want to post the amount using the Budget Unit form (BU-20).

*Since allocations are at a lower level of posting than the appropriation, PCAs or Indexes are usually used.* You do not need this form if you are entering a “Gov’s Holdback” or “Brd of Examiners Reduction”, since they post at the same time that the appropriation TCs post.

To help with the allocation data entry process, [click here to download the Other Budgetary Input \(BUDGET\) form](#). It is in the same format as the Budgetary Transaction Entry Screen below.

BATCH: AGY 230 DATE 06011999 TYPE 1 NO 002 MODE MASTER EDIT ON SEQ-NO 00001			
CUR-DOC/SFX: <b>ALLOC00 01</b>		TRANS-CODE: <b>085</b>	RVS: BFY: <b>00</b>
INDEX : <b>2503</b> ACCTG ADMIN.			
PCA :			
EXP-SUB-OBJ/DET: <b>5901</b>		RENTALS & OPER LEASES	
REV-SUB-OBJ/DET:			
AMOUNT : <b>0000004600.00</b>		BUDGET UNIT: <b>CCAC</b>	
DOC TOTAL: 0000000000.00			
DESCRIPTION: ALLOC & FIN PLAN FOR ACCTG			
GRANT/PH:	PROJ/PH:	FUND/DET: <b>0481 05</b>	F/O:
DOC-DATE:	EFF-DATE: <b>070199</b>		

**ALLOCATION, FINANCIAL AND REVENUE PLANS Data Entry Requirements:** You can enter Allocations, Financial and Revenue Plans early. You should note the following when entering allocations:

- If the Budget Unit ALLOC-CTL-TYPE is set at “1” (fatal), the allocations must post before any payments can be made against the Budget Unit. If the control is set at none or warning, you can enter the allocations and financial plans any time during the fiscal year.
- For better controls, we recommend that the allocation total match the appropriation total.
- You can enter allocation TCs for the next fiscal year in June of the current fiscal year.
- All Allocation, Financial and Revenue Plan transaction codes are an Approval Level “3”, so only the agency needs to release them.
- For easier data entry, you may want to use the Index or PCA if you are doing Allocation or Financial Plan postings.
- If your PCAs or Indexes look up the Budget Unit and Fund, you will not need to enter them.

## BATCH RELEASE INSTRUCTIONS - BUDGET

Once you complete an allocation, financial plan or revenue plan BUDGET batch, you must complete the following:

1. Enter the batch on STARS. You need to be sure the person entering the batch, including the batch header, has the approval to enter allocation, financial plan or revenue plan batches. Your Operator Class on STARS security determines who can enter these types of transactions.
2. Once you enter the batch, have your batch-release person put their release on the batch. This will release the batch for processing in the nightly STARS IEU. No one, other than the agency, needs to release the Allocation, Financial and Revenue Plans since they are an Approval Level of "3".
3. Retain the batch in your office.

## HOW AN ALLOCATION TRANSACTION POSTS TO THE ALLOCATION FILE

In order to determine how the above transaction will post to the Allocation file, you must know the controls on the Fund Detail, Budget Unit, and Index tables.

**CONTROL #1** - The ALLOC FUND LEVEL (AL) on the fund detail is set to "1", (Fund Detail level):

**Fund Detail Descriptor Table**

VERSION 3.1	STARS-DESCRIPTOR TABLE MAINTENANCE/INQUIRY	S023
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)		
TABLE-ID-NUMBER: 23 FUND DETAIL		
....   ....1....   ....2....   ....3....   ....4....   ....5		
TABLE-ENTRY-KEY: 048105	FUND, FUND DETAIL	
REFERENCE-DATA: 111001		
	AL, AP, CCL, GP, PJ, CCT, INT	
TITLE: PENITENTARY		

**CONTROL #2** - The ALLOCATION OBJECT LEVEL on the Budget Unit table is set to “1” (Object level):

**Budget Unit Table (20)**

VERSION 3.1		STARS-BUDGET UNIT TABLE MAINTENANCE/INQUIRY		S020	
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)					
BUDGET UNIT: CCAC		BFY: 00		APPN CATEGORY: R	
TITLE: ISCI - BOISE					
APPN-EFF-DATE-START:		APPN-EFF-DATE-END:		ENACTMENT YEAR: 2000	
STATE GOAL: 20		STATE OBJECTIVE: 24		ORG REPORT CATEGORY:	
FUNCTION: 02		ACTIVITY:		PROGRAM: ELEMENT:	
AGENCY: 230		DIVISION:		BUREAU: SECTION: UNIT:	
EXP-SUBOBJECT:		EXP-DETAIL:		REVERSION IND: 1 CITATION: HB 346	
FUND/DETAIL : 0001 2) 0475 03 3) 0475 04 4) 0481 05 5)					
APPN-CTL-TYPE: 1		APPN-ORG-LEVEL: 1		APPN-PRG-LEVEL: 1 APPN-PROJ-LVL: 0	
ALLOC-CTL-TYPE: 2		ALLOC-PROJ-LVL: 0		APPN-OBJ-LEVEL: 1 <b>ALLOC-OBJ-LVL: 1</b>	

**CONTROL #3** - We set the ALLOC ORG LVL IND on the Index table to “D” (Fund, Bureau level) for the above posting:

**Index Code Table (24)**

VERSION 3.1		STARS-INDEX CODE TABLE MAINTENANCE/INQUIRY		S024	
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)					
AGENCY: 230 INDEX: 2503		BFY: 00			
TITLE: ACCTG ADMIN. (0475)					
DIVISION: 20		BUREAU: 25		SECTION: UNIT:	
BUDGET-UNIT: CCAC		PCA: 01000		<b>ALLOC ORG LVL IND: D</b>	
FUND: 0481		FUND DETAIL: 05		ORG REPORT CATEGORY:	
PROJECT-NO:		PROJECT-PHASE:		CONVERTED-ORG:	
GRANT-NO:		GRANT-PHASE:			
FACILITY:		TASK:		LOCATION:	
EFF-START-DATE: 070196		EFF-END-DATE:		LAST-PROC-DATE: 050898	

“D” will post to the Allocation file at the Bureau and Fund/dtl levels shown here.

**NOTE:** When the ALLOC ORG LEVEL IND is set to “D” (Fund, Bureau level), the Index must have coding down to the Bureau level.

With these three controls, this is what the record looks like on the Allocation File.

**CONTROL #1**  
Post to Fund  
Detail 0481-05.

**CONTROL #3** - Index posts to  
allocations at the (Fund, Bureau  
level) DIV 20, BUR 25.

**CONTROL #2** - Budget Unit  
CCAC posts to allocations at the  
object level although the entry is at  
the summary object level (5201).

**Allocation File Record Inquiry screen (61)**

VERSION 3.1		STARS-ALLOCATION FILE RECORD INQUIRY		S061	
AGENCY: 230	DIV: 20	BUR: 25	SEC:	UNIT:	INDEX:
BFY: 00	TRANS YR: 00	FUNC: 01	ACTV:	PRG:	ELEM:
FUND/DET: 0481 05	EXP OBJECT/DET: 5000	PROJ/PH:		BUDGET UNIT: CCAC	
CM: X	PM:	CP:	PP:	PY:	CUM: X
OVER EXPEND DATE:		CLOSE DATE:			
1 <sup>ST</sup> QT ALLOCATION	350,000.00-	2 <sup>ND</sup> QT ALLOCATION	0.00		
3 <sup>RD</sup> QT ALLOCATION	0.00	4 <sup>TH</sup> QT ALLOCATION	0.00		
GOV'S HOLDBACK	0.00	BRD EXAM REDUCTION	0.00		
RESERVE	0.00	NON-COGNIZABLE	0.00		
CASH EXPENDITURES	0.00	OBJECT TRANSFERS	0.00		
ENCUMBRANCES	0.00	RECEIPTS TO APPROP	0.00		
ACTIVITY TRANSFERS	0.00	BALANCE:		350,000.00-	
ACCRD EXPEND(MEMO)	0.00				
PRE-ENCUM (MEMO)	0.00				

The normal balance for the Allocation File is a negative. A negative BALANCE amount means you have that much allocation left to spend.

This transaction code also posts to the Operating File for financial plans, but unlike the allocation file, there are no "controls" on the Fund Detail, Budget Unit, or Index to limit the posting to the Operating File. Since there are no controls, this transaction will post at the level you enter.

### ALLOCATION FILE POSTING VS OPERATING FILE FINANCIAL PLANS POSTING

ALLOCATION FILE	OPERATING FILE
Fund Detail level	Fund Detail Level
Object Level	Level the transaction was entered (Object, Summary Object, or Subobject)
Fund, Division, Bureau	Level of Organization on the Index, could post lower down to the Section or Unit.